

Sample email text to send an individual to take training

File

Message

Insert

Options

Format Text

Review

Adobe PDF

Attach as Adobe PDF

Attach

Send

From

To

Cc

Bcc

Subject

Microsoft Exchange Server

firstname.lastname@emailaddress.com

SAMPLE email text for CJIS Security Awareness Training

1

2

3

4

5

6

7

8

9

10

11

12

Please complete the following CJIS Security Awareness Training before 01/01/2016.

To access the training, please go to <https://www.cjisonline.com>

Click on 'IT & AGENCY USERS' button.

Enter your user credentials:

Username: Firstname.lastname@emailaddress.com

Password: P@\$\$w0rd (Please note the password is case sensitive)

Once logged into the system, you may change your password.

Click on the 'TRAINING' button. You must read the ten training modules before taking the test.

After reading the training modules, return to the main menu.

Click on the 'TESTING' button.

Read the policy statement and click on the 'Confirm Training' box. You will have 1 hour to take the 25 question test.

Take the test. To pass, you will need to achieve at least a 70 % (18 of 25 correct). This certification will be valid for two years after successfully completing. If you do not pass, you will need to wait at least one hour before taking the test again. There are no limitations on how many times to retake the test.

Once successfully complete, you may print your certificate if desired.

TAC

This message contains information which may be confidential and privileged. This e-mail message is intended only for the personal and confidential use of the recipient(s) named above. If you have received the message in error, please advise the sender by reply e-mail and delete the message. No PII is to be sent via email unless encrypted.